



## Hire of Premises Policy

**Approved by the PCC 6 June 2023, Revisions approved on 21<sup>st</sup> November 2023**

**To be reviewed Summer 2025**

The Parish has a variety of spaces that let and can be made available for the use of local residents and groups.

Application to hire premises can be made by completing an Application for Hire form obtained from the Parish Office or Church Wardens.

The HIRER is responsible for ensuring that the premises are only used for the purpose described on the Booking Form and may not sub hire or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on the premises anything which might endanger the premises or render invalid any insurance policies covering the premises.

The HIRER must be present during the whole period of the event. If for any reason the HIRER must leave the premises, then he/she shall appoint a responsible deputy to stand in. The PCC or the Church Wardens reserve the right to refuse any application for the hire of the premises.

### Letting Restrictions

Our attitude towards an application for the use of our premises is a positive one but we will not accept bookings for activities which conflict with the Christian gospel and the Church and Parish vision, any booking that will prevent our regular activities from functioning or promote any political party or activities. No acts of worship other than Christian worship are permitted on the premises.

The Church sanctuary and main body of the Church will only be let to other Christian organisations or for the purposes of concerts or performances that are consistent with the Church's values and beliefs unless it is felt that the use will promote the Christian faith, eg community groups, other parts of the premises may be let to other organisations provided that the organisation's ethos is consistent with the Church's values and beliefs.

### Definitions:

- For the purposes of these conditions, the term **HIRER** shall mean an individual hirer, or where the hirer is an organisation, the authorised representative.
- The **PCC means the PCC at Keighley Parish**

- The HIRER is responsible for ensuring compliance with these terms and conditions.
- **Private Users** - this means a purpose for which no entrance charge is levied by the hirer on any participant in the booking, (e.g. Wedding receptions, birthdays, anniversaries, christenings)
- **Community Groups** - those with charitable and/or non-commercial status or for the benefit of the local population, for which admission charges may be made on some or all participants.
- **Regular Hirers** - must commit to hire for a minimum of 6 consecutive sessions and pay for a month at a time within seven days of receipt of an invoice from the PCC. Any damage or breakages caused during any hire session must be paid for.

## Payment

Details of hire charges and deposits will be established on receipt of the Application to Hire. The PCC reserves the right to require a **deposit** for a hiring which shall be payable on booking. Provided the room(s) are left in a clean and tidy state, no unacceptable behaviour has occurred, no damage or noise nuisance has been caused and all other Conditions of Hire have been met, the deposit will be returned in full within 14 days of the cessation of hire. This will be returned to the payer of the deposit.

- For occasional / one-off hiring the full payment (including the deposit) is required 14 days in advance of the hiring date.
- Payment methods: **To be agreed at the time of booking.**

## Cancellation Policy

Cancellations of bookings must be given in writing (letter or e-mail) as follows:

- By post to the Parish Office, 8-10 North Street, Keighley BD213SE
- By email to PARISH OFFICE email [office@keighleyparish.org](mailto:office@keighleyparish.org)

Cancellations will only be effective once confirmed by the Parish Office or Church Wardens. If the Hirer needs to cancel a booking, for whatever reason, they may (at the discretion of the Parish Office or Church Wardens) become liable to pay a cancellation fee as follows: -

- Cancellation more than one month prior to the date of hire – none
- Cancellation less than 2 weeks prior to the date of hire – 100% of the hire fee

The PCC reserves the right to cancel a letting if the hall is required for local authority use, for maintenance or for emergency use by the PCC. The PCC will endeavour to give at least 28 days' notice of such cancellation to the hirer.

In the event of the premises being rendered unfit for the use for which it was hired, the PCC shall not be liable to the Hirer for any resulting loss or damage.

In cases of cancellation by the PCC, the Hirer shall be entitled to full reimbursement, by cheque or on-line transfer, of such monies previously paid by the hirer in respect of the period of non-availability. The Committee shall not be liable to meet any other costs or make any further payment to the hirer.

## Insurance

The Parish has public liability insurance. Long term and business hirers must also have their own public liability insurance.

## Supervision and Care of the Premises

Our aim is to ensure the buildings are maintained to a safe, high standard for the benefit of all users. During the period of hire, the Hirer is responsible for the supervision of behaviour and safety of all persons attending the event and the care of the premises, including the fabric and contents, to ensure safety from damage. This includes proper supervision of car parking arrangements to avoid obstruction of the highways. The hirer must confine members to those parts of the facilities which have been included in the hire agreement.

Enough qualified supervisors must be in attendance at all times during the hiring. Where the hiring is on behalf of a group of juniors, a minimum of 2 supervisors, aged over 21 years of age, shall be provided irrespective of the size of the gathering, or 1 supervisor for every 50 persons present, whichever is the larger. Children must not be allowed to run around in other parts of the building or grounds and must always be supervised by a parent or guardian.

### **Safeguarding**

The HIRER is responsible for ensuring that any activities that include children comply with the provisions of the Children Act 2004 and all subsequent legislation, that only fit and proper persons have access to the children and that there are appropriate numbers to supervise them. You must also ensure that any activities for young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide the PCC with a copy of the Safeguarding Policy and evidence that you have carried out relevant checks through the DBS.

### **Entertainment/Noise**

The Hirer shall ensure that nothing is done on the premises in contravention of the laws relating to gaming, betting or lotteries.

Hirers are welcome to hire discos and/or bands for their weddings and functions but the PCC must be advised who is to be appearing at the time of making the Application to Hire. All DJ's/Bands must supply evidence of public liability insurance and proof that all equipment has been PAT tested if requested by the PCC during booking negotiations.

Bands/DJs are required to keep to reasonable sound levels as determined by Environmental Health. Noise levels may be checked during the period of hire by a representative of the PCC. Failure to remain within reasonable noise levels will result in the full loss of deposit and rental paid with immediate closure of the event.

The HIRER must also ensure the Fire Exits are kept closed and unobstructed at all times to facilitate evacuation in an emergency.

The HIRER is responsible for ensuring that the minimum of noise is made by their guests on arrival or departure.

### **Care of Building and Equipment**

The HIRER should ensure that chairs and tables are moved and placed carefully so that the walls, floors and cupboard doors are not damaged.

Helium balloons, inflated balloons cannot be left in the hired spaces overnight.

Lit candles or any other naked flames are not permitted on the premises. Sparklers and fireworks are not permitted in the grounds.

Bouncy castles are not permitted in the churches.

### **Decorations**

No decorations are permitted without the prior approval of the PCC.  
No Blu-Tack or Sellotape can be used.

### **Equipment brought into the hall**

The HIRER is responsible for ensuring that any electrical, or other equipment brought on to the premises is in good working order and used in a safe manner and has been PAT tested in accordance with the Electricity at Work Regulations 2000. The PCC may request proof of PAT testing when the request for hire is being assessed.

Ball games are not allowed in the building unless agreed.

No dogs, except assistance dogs may be brought into the premises, except at the sole discretion of the PCC

The PCC accepts no responsibility or liability for any equipment inadvertently left on the premises by the Hirer.

No equipment may only be left on the premises without the written permission of the PCC, no storage is available and other hirers cannot be held responsible for any damage should permission be granted. In the event that equipment is inadvertently left on the premises for more than 24 hours after the period of hire it will attract an accommodation charge.

If the equipment is not collected within seven days of the end of the hiring it will be removed to the Council Waste Disposal Site. Under no circumstances will the PCC take responsibility for damage incurred to HIRER equipment left on the premises.

### **Health and Safety**

The Hirer shall comply with all regulations made in respect of the premises by the Fire Authorities; Local authorities; Local Magistrates or other legally constituted body. Nothing should be done that will endanger the safety of people or render invalid the insurance policies relating to the hired space or its contents.

Hirers have a responsibility to report Health and Safety matters to the PCC.

### **Drink and Food**

None of the Church buildings are licensed premises. If alcohol is to be provided this must be discussed and agreed at the time of booking.

Some buildings have a kitchen available for private use or for professional caterers. The Hirer should ensure that all relevant food health and hygiene regulations are observed. Health and Safety is a priority in the kitchen and any equipment and food obstructing walkways is not permitted. All food is to be removed at the end of the Hire period by the Hirer.

Under 16s are not allowed in the kitchen.

### **Drunk and Disorderly Behaviour and Use or Supply of Legal or Illegal Drugs**

Drunkenness and drug-taking are not acceptable and will result in the offender/s being required to leave the premises immediately, the closure of the Hirer's event and loss of deposit. Abusive and threatening behaviour towards those attending and others will also result in the closure of the event and loss of deposit.

### **Smoking and Vaping**

All buildings are non-smoking venues and the Hirer is responsible for ensuring that there is no smoking or vaping in the premises and that guests comply with the prohibition of smoking or vaping in public places provisions of the health Act 2006 and regulations made thereunder. Smoking or vaping in the grounds of the buildings is similarly not allowed.

### **Cleaning up.**

It is the responsibility of the hirer to ensure that rooms are left in a clean state. This includes ensuring that all floors are cleaned of any spilled liquids and floors swept of food and decorations. Tables should also be cleaned after use. All decorations should be removed from the premises at the end of the hire period. Any left will be disposed of and a charge may be levied. Any equipment temporarily removed from its usual storage position should be properly replaced.

Should the premises be found to be in an unsatisfactory state after a period of hire then the relevant Hirer will be faced with a fee for the cost of cleaning and the lost rent arising from the inability to hire the property for a period. If a deposit has been requested this will go towards any costs incurred. As a result, the deposit paid on booking may not be returned.

## **Waste**

The Church buildings have no commercial waste collection available. Please make arrangements to take all waste arising from your period of hire away with you immediately you complete each period of hire.

## **Leaving**

At the end of the hiring, the HIRER shall be responsible for the following:

- Ensuring that all guests/clients leave the premises quietly.
- PCC owned seating and equipment is replaced to locations where found.
- Stacked chairs to be left with seats facing the wall.
- All areas used during the period of hire are left clean and tidy.
- All windows and doors are locked shut.
- All lights have been turned off.
- The building has been completely secured

## **Damage**

Any damages or breakages should be notified immediately to the PCC or Parish Office.

If any furniture, fixtures or fittings etc. are damaged by a Hirer or their guests/clients, the cost of repair or replacement will be taken out of your deposit payment. If the repairs or replacements exceed the deposit amount a bill will be sent to you for the difference.

The PCC shall not be liable for any loss or damage to any property brought on to the premises, nor loss, damage or injury to any persons using the facilities during the hiring, arising from any cause.

The HIRER indemnifies the PCC against loss, damage or injury, howsoever caused. (It is recommended that the Hirer should consider insuring himself/herself/themselves against any such possibilities).

## **Parking**

Hirers and visitors parking their vehicle in a car park belonging to the Parish do so at their own risk.

This agreement constitutes permission only to use the areas of the premises required in the Application to Hire and confers no tenancy or other right of occupation on you.

# The Parish of Keighley - Event Booking Agreement



<b>Agreement date</b>	
<b>Organisation Name (if applicable)</b>	
<b>Named Contact</b>	
<b>Address and postcode</b>	
<b>Contact number</b>	
<b>E-mail address</b>	
<b>Church contact for booking</b>	
<b>Name of Church/Venue to be hired</b>	

<b>Reason for booking</b>		
<b>Date/s of booking (Please state start and end dates of sessions if a recurring booking.)</b>		
<b>Start and finish times.</b>	Start time- including set up time.	Finish time- including clear up time.
<b>Total hours @ cost of</b>		
<b>Signed by hirer (please also print name)</b>		

**ROOM(S) required (please note these are bespoke to each venue)**


## FOR PARISH USE ONLY

<b>Method of payment</b>	BACS	Direct Debit	Cash/cheque
<b>Total Payment due by</b>			
<b>Deposit of £50 received?</b>	Yes	No	
<b>Total Payment received?</b>	Yes	No	

<b>Signed on behalf of Keighley Parish (Please also print name)</b>	
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Location	Costs of Room Hire per Session			Heating costs per Room Hire Session		
	M/N/E Rate	Daily Rate	Hourly Rate	M/N/E Rate	Daily Rate	Hourly Rate
St A's Church	£ 100.00	£ 200.00	£ 30.00	£ 92.00	£ 142.00	N/A **
St A's Church Hall	£ 40.00	£ 70.00	£ 15.00	£ 15.00	£ 30.00	£ 4.00
St M's Church	£ 90.00	£ 180.00	£ 25.00	£ 40.00	£ 80.00	£ 10.00
St M's Church Hall	£ 40.00	£ 70.00	£ 15.00	£ 15.00	£ 30.00	£ 4.00
St M's Side Rooms	£ 30.00	£ 50.00	£ 10.00	£ 10.00	£ 20.00	£ 3.00
St M's Gibson Room	£ 30.00	£ 50.00	£ 10.00	£ 10.00	£ 20.00	£ 3.00
NS Number 10	£ 30.00	£ 50.00	£ 10.00	£ 10.00	£ 20.00	£ 3.00
NS Upstairs Office	£ 25.00	£ 40.00	£ 10.00	£ 10.00	£ 20.00	£ 3.00
NS Upstairs Board Room	£ 30.00	£ 50.00	£ 10.00	£ 10.00	£ 20.00	£ 3.00
St B's Church	£ 90.00	£ 180.00	£ 25.00	£ 40.00	£ 80.00	£ 10.00
St B's Church Hall	£ 40.00	£ 70.00	£ 15.00	£ 15.00	£ 30.00	£ 4.00
St B's Meeting Room	£ 25.00	£ 40.00	£ 10.00	£ 10.00	£ 20.00	£ 3.00
NB Please note that all bookings made between October and March are subject to mandatory heating charges						
** NB Please be aware that St. Andrews church needs 3 hours to heat up prior to all bookings (hence the increased charges)						
Explanation of Codes Used			Standard Timings for bookings			
ER = Electral Role			Mornings = 9-1			
P = Partners/Charities			Noon = 1:30 - 5:30			
LTB = Long Term Booking			Evenings = 6 - 10			
M/N/E = Morn/Noon/Eve						